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2020 CENSUS PROGRAM MEMORANDUM SERIES: 2021.14

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MEMORANDUM FOR: The Record

From: Albert E. Fontenot, Jr. (signed August 12, 2021)
Associate Director, Decennial Census Programs

Subject: Updates to the Geographic Programs Operation, Geographic Partnership
Detailed Operational Plan

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This memorandum documents specific updates that have been made to the plan for the Geographic Programs operation (GEOP)—Geographic Partnership component since the release of the [Geographic Programs operation—Geographic Partnership Detailed Operational Plan](#) (DOP) on September 9, 2016. The Geographic Partnership component of the Geographic Programs operation is responsible for the scope, schedule, and budget for the geographic partnerships to support the 2020 Census. This includes Boundary and Annexation Survey (BAS), Boundary Validation Program (BVP), Participant Statistical Areas Program (PSAP), Public Use Microdata Areas (PUMAs), Geographic Update Partnership Software (GUPS), and Geographic Partnership Support Desk (GPSD). Geographic Partnerships provide an opportunity for tribal, state, and local governments, and coordinating agencies, to review and improve the legal and statistical boundaries used to tabulate the 2020 Census.

The changes to the baselined DOP and clarifications documented in this memorandum are based on continued planning and development to support the Geographic Programs operation for the 2020 Census. No changes to this operational component are related to the COVID-19 pandemic.

The following table indicates the modifications that have occurred since the DOP was baselined:

Section No.	Section Name	Page	Change Rationale	Original Wording	Update
2.2	Background [GEOP/GP 6-2.2]	3	Updates the list of GUPS supported programs. Clarifies the list only includes Decennial programs, as a non-Decennial program is included in the table on page 45 and 46.	<p>The Geographic Update Partnership Software (GUPS) will support:</p> <ul style="list-style-type: none"> • All geographic partnership programs: Boundary and Annexation Survey (BAS), Participant Statistical Areas Program (PSAP), Boundary Validation Program (BVP), and Public Use Microdata Areas (PUMA). • Redistricting Data Program (RDP). • Local Update of Census Addresses (LUCA). • Count Question Resolution (CQR). 	<p>The Geographic Update Partnership Software (GUPS) will support the following Decennial programs:</p> <ul style="list-style-type: none"> • All geographic partnership programs: Boundary and Annexation Survey (BAS), Participant Statistical Areas Program (PSAP), Boundary Validation Program (BVP), and Public Use Microdata Areas (PUMA). • Geographic Area Reconciliation Program (GARP). • Redistricting Data Program (RDP). • Local Update of Census Addresses (LUCA), New Construction (NC), and LUCA Appeals • Count Question Resolution (CQR). • Count Review Operation (CRO).

2.3.1	Geographic Partnership Support (GPSD) [GEOP/GP 6-2.3.1]	6	Clarifies that the GPSD support of LUCA includes the components of New Construction and LUCA appeals. Removes reference to the total number of census operations.	Footnote 1: GPSD also supports the Local Update of Census Addresses (LUCA), which is one of the 34 operations with its own DOP.	Footnote 1: GPSD also supports the Local Update of Census Addresses (LUCA), New Construction, and LUCA Appeals, which are covered in a separate DOP.
2.3.2.4	GEOP/GP Operational Mechanisms Staff Resources Table 4 [GEOP/GP6-2.3.2.4]	10	Specifies the Jeffersonville Call Center (JCC) Staff was used as the GP Support Desk Staff to answer GPSD calls.	Staff Resources GP Support Desk Staff	Staff Resources Jeffersonville Call Center (JCC) Staff
2.3.2.4	GEOP/GP Operational Mechanisms Infrastructure Sites Table 5 [GEOP/GP6-2.3.2.4]	11	Specifies the JCC Staff was used as the GP Support Desk Staff to answer GPSD calls.	Infrastructure Sites GP Support Desk Site	Infrastructure Site JCC

3.2.1.2	Provide Geographic Materials and Training Materials Needed for Program Participation [GEOP/GP 6-2.2.1.2]	34	The decision was made to provide instructional video clips available for download (YouTube) from census website as training materials.	<p>These materials may consist of user guides, maps, informational sheets, flyers, instructions for updating, return envelopes, and forms for signature.</p> <p>Once the materials are prepared and reviewed, they are printed at NPC. The packages are assembled and prepared for shipping.</p>	<p>These materials may consist of user guides, maps, informational sheets, flyers, video clips, instructions for updating, return envelopes, and forms for signature.</p> <p>Once the materials are prepared and reviewed, they are posted on the Census Bureau website for downloading or printed at NPC. The packages are assembled and prepared for shipping.</p>
3.2.1.3	Support Participant Review and Submissions [GEOP/GP 6-2.2.1.3]	37	Clarifies that the GPSD support of LUCA includes the components of New Construction and LUCA appeals.	For PSAP, BAS, BVP, and LUCA they will be directed to contact the GPSD.	For PSAP, BAS, BVP, LUCA, New Construction, and LUCA appeals they will be directed to contact the GPSD.
3.3.1	Geographic Update Partnership Software (GUPS) [GEOP/GP 6-2.3.1] Table 7	46	Updates the list of GUPS supported programs. Adds CRO, GARP, LUCA appeals, and New Construction. removes TAZ/TAD.		See updated table below.
3.3.2	Geographic Partnership Support Desk (GPSD) [GEOP/GP 6-2.3.2]	47	Specifies the JCC Staff was used as the GP Support Desk Staff to answer GPSD calls.	<p>The tiered system will include:</p> <ul style="list-style-type: none"> • Tier 1 – Staffed by general knowledge clerks at NPC. 	<p>The tiered system will include:</p> <ul style="list-style-type: none"> • Tier 1 – Staffed by general knowledge clerks at JCC.

3.3.2.1	Perform Issue Identification for GP Participants [GEOP/GP 6-2.3.2.1]	48	It was decided that each call would be assigned a case ID. The functionality to check for open requests was not developed.	Upon connection, the Tier 1 interviewer will collect information from the respondent to determine if they have a current support desk request open or if this is a new request. This will allow the interviewer to route the respondent to the appropriate party if there is an open support desk request or begin assisting the respondent with their new request. New requests will be assigned a case ID to assist in tracking.	Upon connection, the Tier 1 interviewer will collect information from the respondent. Requests will be assigned a case ID to assist in tracking.
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In section 3.3.1, Table 7, the updated list of programs supported by GUPS is as follows:

Supported Program	Detailed Operational Plan
Block Boundary Suggestion Project (BBSP)	Redistricting Data Program
BAS	GEOP—Geographic Partnership Programs*
BVP	GEOP—Geographic Partnership Programs*
CQR	Count Question Resolution Program
Count Review	Count Review Operation
Geographic Area Reconciliation Project (GARP)	GEOP—Geographic Data Processing
LUCA	LUCA
LUCA Appeals	LUCA
New Construction	LUCA
PSAP	GEOP—Geographic Partnership Programs*
PUMA	GEOP—Geographic Partnership Programs*
School District Review Program (SDRP)	SDRP is a reimbursable project. See the Census Bureau School District webpage for program information.
Voting Districts (VTD)	Redistricting Data Program

*Part of this detailed operational plan.

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A memorandum generally will be added to this series for any decision or documentation that meets the following criteria:

1. A major program-level decision that will affect the overall design or have significant effect on 2020 Census operations or systems.
2. A major policy decision or change that will affect the overall design or significantly impact 2020 Census operations or systems.
3. A report that documents the research and testing for 2020 Census operations or systems.

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